



**GRANTS BUDGET REVIEW COMMITTEE
DRAFT MINUTES**

January 27, 2012

2:30 p.m. - 3:30 p.m.

Arizona Developmental Disabilities Planning Council
1740 West Adams Street, Suite 201
Phoenix, Arizona 85007

A standing committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on January 27, 2012 at the ADDPC, 1740 West Adams, Suite 201, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the DDPC.

Members Present

Susie Cannata, Chair, Teleconference John Black, John Eckhardt, Teleconference Tim Martin, Teleconference
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Staff/Guests Present	Members Absent
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Larry Clausen, Executive Director Marcella Crane, Contracts Manager Lani St. Cyr, Fiscal Manager	
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A. Call to Order:

Susie Cannata welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC) Grants standing committee meeting. Meeting was called to order at 2:33 p.m.

B. Minutes Review

The November 1, 2011 minutes were reviewed.

- Motion by John Black to approve the minutes.
- Motion was seconded by Tim Martin.
- Motion carried.

C. Office Move - Costs

Due to the anticipated hiring of additional staff and interns for the ADDPC, and for the ability to have one location for all Council meetings, Larry Clausen presented to the Grants/Budget committee a cost estimate by Goodmans to refurbish a larger office space located on the 4th floor of the 1740 West Adams. The larger space will accommodate the

additional staff plus a large area to hold all Council meetings. The space will be provided free of rent and the estimated cost will be used as Match towards our federal grant. The ADDPC currently has a MOU with the Department of Health Services that stipulates our use as tenants through June 30, 2015.

The vendor Goodmans was selected on this project as they work exclusively with the Department of Health Services. Goodmans is on state contract and no other bid was requested. The total amount for the Grants/Budget committee to approve is \$16,936.18, (including tax). This amount includes the takedown of current workstations that will not be used by the ADDPC, reconfiguration of the office space, installation of new workstations and purchasing of flip tables and chairs for Council meetings. Additional costs for carpet cleaning and wall painting are not figured into the overall costs by Goodmans.

The information by Goodmans was reviewed and questions clarified.

- Motion by John Black to accept the Goodmans proposal.
- Motion was seconded by John Eckhardt.
- Motion carried.

D. African American Disability Outreach

ABIL, in partnership with other disability providers at the Disability Empowerment Center (DEC) is hosting the 1st Annual African American Conference on Disabilities, on February 28, 2012. The conference is meant to outreach to persons with developmental or other disabilities within the African American community. The conference will meet the Council's current State Plan Goal #3, Objective #2 – *"Provide information and/or link people to reliable information in a variety of formats on topics that are important to persons with developmental disabilities, their families, and other who support them."*

In developing this conference, ABIL is seeking sponsorship funds from the Council in an amount of \$5,000. In return the Council will receive the following acknowledgements:

- Prominent recognition as the sponsoring agency in written and printed products used to support and promote the Conference;
- Mention in events during the day of the Conference, acknowledging ADDPC support as a collaborative outreach event to African American persons with developmental and other disabilities, their families and persons who support them in the community;
- Prominent exhibit/display space where information on the ADDPC can be shared with Conference participants;
- Ongoing involvement in the planning related to the Conference and post-Conference review.

In-kind support of the conference has also been determined from the ACDL, the UA Sonoran UCEDD and the NAU IHD/UCEDD, as well as the Arizona Spinal Cord Injury Association, and various volunteers whose time will be counted towards Match.

The proposal by ABIL was reviewed and questions clarified.

- Motion by John Black to accept \$5,000 sponsorship of the conference.
- Motion was seconded by Tim Martin.
- Motion carried.

E. Prfect Media – 2012 Costs

Lani St. Cyr, Fiscal Manager, presented to the committee a list of Council projects that Prfect Media assisted the Council in 2011. The list of items and cost is based on previous expenditures and is comparable. Since having multiple purchase orders to a state vendor is not allowable per the state Procurement Code, it is in Council's best interest to have one purchase order with an anticipated cost not to exceed \$36,500 for the 2012 calendar year, and any additional costs will require Council approval.

Some of the activities that Prfect Media will assist the Council include the Annual Report, Data Sheets produced by ASU Morrison Institute, Newsletters and updating the Legal Manual that will be produced in 'plain language'. The costs for printing will be kept at a minimum as staff researches other options and agencies that have the capacity to produce high quality print materials.

The information for Prfect Media was reviewed and questions clarified.

- Motion by John Eckhardt to accept the Council's contract with Prfect Media at a cost not exceed \$36,500.
- Motion was seconded by John Black.
- Motion carried.

F. Events Planning – 2012 Costs

1. The Council currently has an open Purchase Order to work with Meetings and Concierges Source to assist the Council in events planning and venue rental for the Council's retreat and other future conferences sponsored by the Council.

The Council's 2012 Retreat is scheduled for April 13, 2012. Meetings and Concierges has secured the venue Phoenix Crowne Plaza for the upcoming retreat. All costs include venue rental, meeting incidentals and their time for assistance.

- Motion by John Black to accept the Retreat costs at \$1,743.63, to Meetings and Concierges, for their assistance with the Council's Retreat
- Motion was seconded by Tim Martin.
- Motion carried.

2. Meetings and Concierges Source is also asked to research venue locations for an upcoming one day conference sponsored by the National Task Group on Intellectual Disabilities and Dementia Practices. The conference will take place on May 17, 2012 and is expected to draw close to 200 participants. Meetings and Concierges time for assisting the Council to secure a venue location is estimated \$1690. A venue location in Phoenix has not been selected at this time so the total approval costs may vary.

- Motion by John Eckhardt to accept the estimated costs at \$1,690, to Meetings and Concierges, for their assistance with the NTG conference.
- Motion was seconded by John Black.
- Motion carried.

G. BJ Tatro Consulting

BJ Tatro has agreed to facilitate the Council's Retreat in April 2012. Her time will also include any preparation materials and upon completion of the Retreat, a report of documented results. It is anticipated that it will require approximately 26 hours at an approved state contract rate of \$150/hr. The total services will not exceed \$4,000.

- Motion by John Black to accept the estimated costs for BJ Tatro at \$4,000.
- Motion was seconded by John Eckhardt.
- Motion carried.

H. Contract Items

1. The University of Arizona, Sonoran UCEDD submitted a late request for reimbursement for their Year 1 Housing Grant that ended on September 30, 2011. Per the Special Terms and Conditions of the Contract, the UA had until November 15, 2011 to submit in any final fiscal invoices and programmatic reports. Anything received after the deadline date will be denied. Their final invoice was received on January 19, 2012 and at that time the Contracts Manager for the ADDPC notified the UA that it could not be processed. An email from the UA team leader then contacted the Contracts Manager to ask us to reconsider due to staff turnover and their current fiscal system was being upgraded that lead to time lapses in meeting deadlines for invoices.

The Council staff sought additional advice from the Council's legal liaison with the AZ Attorney General's Office, and from Larry Gavel, Procurement and Grants Consultant for the Council. Both agreed that there is no contract in place to pay them and that the Special Terms and Conditions dictate the requirements for all grantees to follow. Paying the UA could be seen as preferential treatment from other grantees and could be challenged.

The information for the invoice was reviewed and questions clarified.

- Motion by John Black to deny the UA fiscal invoice from the Year 1 Housing Grant.
- Motion was seconded by John Eckhardt.
- Motion carried.

2. The Contracts Manager briefed the Committee on the state requirement to have all current grantees and new grantees to comply with Central Registry through DES and with Fingerprint, conducted by DPS. Central Registry is required if any contractors provide direct service to vulnerable adults (A.R.S. §8-804) and this will include the current contracts in place awarded by the Council. In addition, each contractor will have to comply with Level One Fingerprint check per A.R.S. §41-1758.07, subsection B and C.

Clarification will be sought with the DES Chief Procurement Officer about both requirements, and information will be brought back to the Committee and/or full Council. The committee stated that whichever the decision is, they will comply with the state requirement.

I. Adjourn

- Motion to adjourn was made by Susie Cannata at 3:25 p.m.